



DEPARTMENT OF THE NAVY  
COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND  
PSC 901 BOX 01, FPO AE 09805-0001

CUSNC/C5FINST 1001.1B  
N1

COMUSNAVCENT/COMUSFIFTHFLT INSTRUCTION 1001.1B

From: Commander, U.S. Naval Forces Central Command/  
Commander, U.S. FIFTH Fleet

Subj: ADMINISTRATION AND EMPLOYMENT OF NAVY RESERVISTS

Ref: (a) BUPERSINST 1001.39F (series)  
(b) RESPERSMAN M-1001.5  
(c) COMUSNAVCENT/COMUSFIFTHFLTINST 1610.2H

Encl: (1) COMUSNAVCENT/COMUSFIFTHFLT Affiliated Reserve Units  
(2) COMUSNAVCENT/COMUSFIFTHFLT Reserve Relationships  
(3) Readiness Report

1. Purpose. To establish policy, provide guidance, assign responsibility, and publish procedures for administration of Commander, U.S. Naval Forces Central Command (COMUSNAVCENT) and Commander, U.S. FIFTH Fleet (COMUSFIFTHFLT) Navy Reserve (NR) units and service members per references (a) through (c).

2. Cancellation. COMUSNAVCENT/COMUSFIFTHFLTINST 1001.1A

3. Scope. This instruction applies to all COMUSNAVCENT personnel and affiliated NR units and individuals.

4. Discussion

a. Reserve readiness is a shared responsibility between the individual Sailor, Reserve Unit Commanding Officer (CO), COMUSNAVCENT supported department head, Operational Support Officer (OSO) and Navy Operational Support Center (NOSC) CO. Departments must coordinate with supporting units and the OSO to determine mission requirements, priorities, and to identify and match manpower resources with availability. Units are aligned with COMUSNAVCENT departments in accordance with enclosure (1). COMUSNAVCENT Reserve Component (RC) relationships are detailed in enclosure (2).

b. Reserve units will regularly assess and report their readiness to COMUSNAVCENT's OSO per paragraph 5.c.

5. Action

a. The OSO shall:

(1) Administer assigned Reserve unit manning and funding based upon support requirements that are prioritized by the Total Force Manpower Personnel Department (N1) and approved by the COMUSNAVCENT Chief of Staff (COS), per paragraph 6.

(2) Maintain a local Operational Support Plan (OSPLAN) encompassing all support provided by COMUSNAVCENT affiliated NR Sailors, regardless of supported command, and all NR support to COMUSNAVCENT, regardless of supporting NR unit.

(3) Communicate Reserve requirements to U.S. Fleet Forces Command (USFFC) for funding.

(4) Serve as primary liaison and advisor to COMUSNAVCENT for deployment of Reserve assets during routine and contingency operations.

b. Department Heads and Special Assistants shall:

(1) Coordinate with the OSO and supporting units to develop training and operational requirements to maximize mission support and Annual Training (AT) per paragraph 6.

(2) Review and route correspondence (Fitness Reports, awards, etc.) supplied by supporting unit(s), via the OSO, for command action. Fitness report and evaluation reporting senior guidance is outlined in reference (c).

c. Reserve unit COs will:

(1) Closely liaise with the OSO and supported department heads/special assistants to maximize operational support.

(2) Coordinate with the OSO on matters including readiness, training, funding, and deployment of assigned personnel.

(3) Submit all correspondence required for COMUSNAVCENT signature, fitness reports and awards, at least 60 days prior to required due date. Documents will be submitted to supported departments with a copy to the OSO for tracking purposes.

(4) Report to supported department and OSO on matters affecting assigned Reserve personnel:

(a) Drill Weekend (DWE) Schedule. Annual schedule is due no later than August 15<sup>th</sup> while revised schedules are due within 2 weeks of issuance.

(b) Reserve Unit Recall Bill. On a semi-annual basis, provide an updated recall bill that includes contact



information for all members. Deliver via encrypted file or e-mail during the months of January and July.

(c) Readiness Report. On a monthly basis, provide an executive summary report listing discrepancies affecting the mobilization readiness of individuals, including security clearance matters, training deficiencies, and medical/dental matters, via enclosure (3).

(d) "Drum Beat" Input. On the first Tuesday of each month, provide unit inputs to the OSO for the Vice Commander's monthly "Drum Beat" report to COMUSNAVCENT and Commander, Navy Reserve Force. Input will include concise bullets detailing general unit accomplishments from the previous month.

6. AT, ADT, and Active Duty for Special Work (ADSW) Procedures. Requirements for AT, ADT, and ADSW will be tracked in the OSPLAN at the member level. The following procedures detail submissions for funding consideration.

a. AT. SELRES personnel must perform 14 days AT inside the continental United States or 17 days outside the continental United States with the possibility for a maximum of 29 days (exceptional AT).

(1) Department heads and special assistants will validate known, or submit new exercise and operational support requirements to the OSO no later than 1 July.

(2) The OSO will incorporate requirements into the OSPLAN and provide to COMUSNAVCENT NR Units before August DWE.

(3) NR Unit COs will match all assigned unit personnel to these requirements for AT appointment, then return to the OSO by 1 October.

(4) The OSO will reconcile AT submissions and use the resulting information as a prospective AT plan for all COMUSNAVCENT NR personnel.

b. ADT. Quarterly submission requests for short-term NR training support periods.

(1) Department heads and special assistants will submit ADT manpower requests to the OSO. Submissions are due no later than the 1st day of the second month of each quarter (for the following quarter).

(2) OSO will present ADT requests to the N1 and COS for prioritization. The finalized ranking will become "ADT requirements."

(3) The OSO will solicit NR volunteers to fill ADT requirements up to the prospective budgeted ADT dollar amount for the quarter. OSO also retains responsibility to convert any less-than 30 day ADT requirement to AT, if a qualified volunteer is available. Additionally, departments may provide the OSO a By Name Request for any ADT requirement under their cognizance.

c. ADSW. On an annual basis, requests are submitted to PERS-462 to fund special projects, exercise-related functions, and emergent unplanned requirements that cannot be accomplished with assigned Active Component personnel.

(1) Department heads and special assistants may submit ADSW requirement information sheets to the OSO, usually between March and April each year. By name requests may also be submitted if a NR volunteer has been identified.

(2) OSO will present ADSW requests to N1 and COS for prioritization during the month of April.

(3) OSO will submit the ADSW prioritized requirement information sheets to USFFC for inclusion into the USFFC consolidated ADSW request during the month of May.

(4) Once funded ADSW requirements are announced, the OSO will solicit volunteers from COMUSNAVCENT NR units and via Reserve advertisements.

(5) Department heads and special assistants will vet and evaluate candidates, and then present qualifications of selected candidates for approval at the manning board.

7. Organizational Clothing Guidelines. Navy Working Uniform Type III (Digital Woodland) will normally be issued to reservists supporting COMUSNAVCENT for periods longer than 90 days.

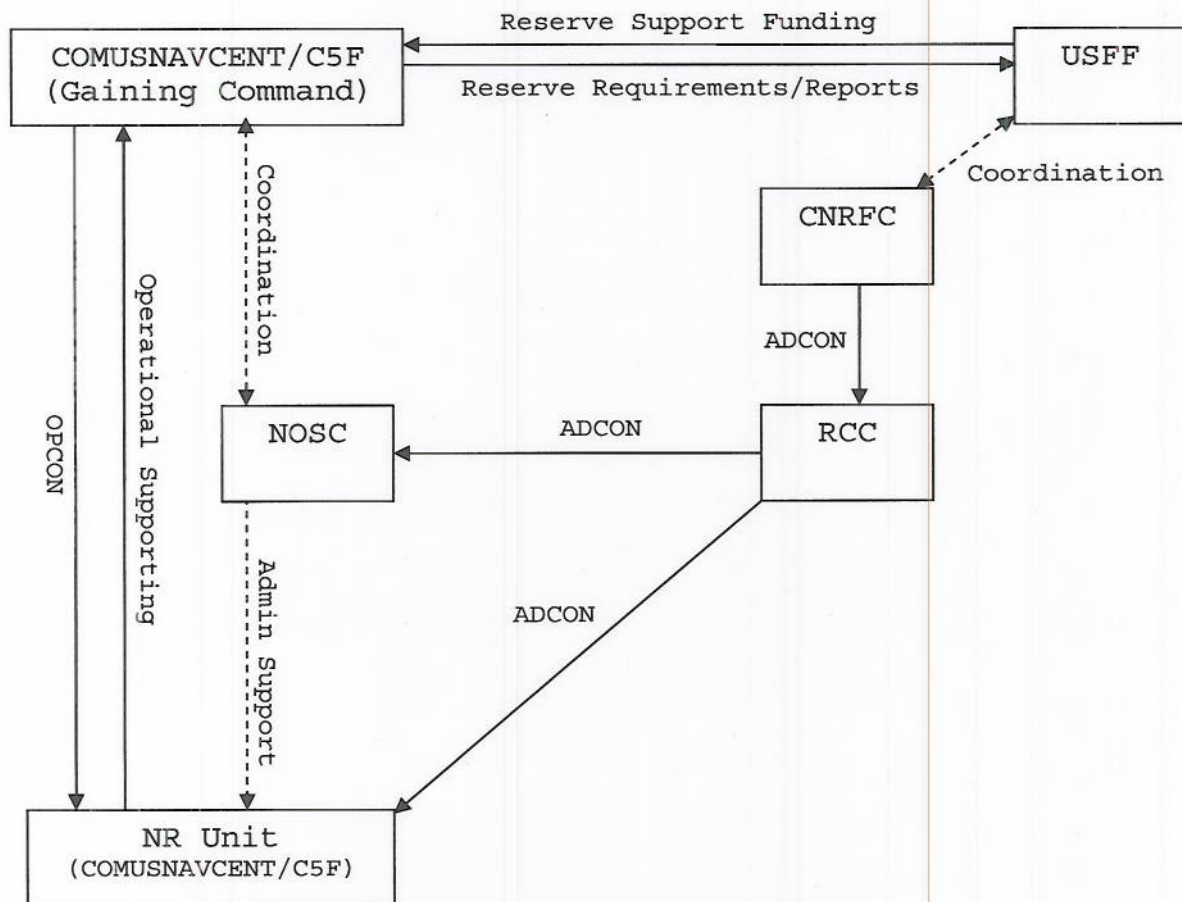
  
C. W. GOODMAN  
Chief of Staff

Distribution:  
CUSNC/C5FLTINST 5216.1G  
List I, II



COMUSNAVCENT/COMUSFIFTHFLT Affiliated Reserve Units

UNIT NAME	RUIC	NOSC	SUPPORTED CODE
C5F MOC	83293	TAMPA, FL	N7, FPC, FOPS, COPS, CMF
NAVCENT CEM	89179	TAMPA, FL	N4
NAVCENT MAST DET A	86840	AUSTIN, TX	N6, JMAST
NAVCENT MAST DET B	86886	ALBUQUERQUE, NM	N6, JMAST
NAVCENTINT	84178	JACKSONVILLE, FL	N2
C5F TSCP SUPT	84322	ATLANTA, GA	N4, FPC, CTF-53
NAVINFO	86286	QUINCY, MA	PAO
USFF NCAGS CHICAGO	89227	CHICAGO, IL	CDS-50/CTF-55
NAVCENT MEDICAL	55842	CHICAGO, IL	N014 (Force Medical)

COMUSNAVCENT/COMUSFIFTHFLT Reserve RelationshipsAcronyms:

USFF - U.S. Fleet Forces Command  
 CNRFC - Commander, Navy Reserve Forces Command  
 RCC - Reserve Component Command  
 NR Unit - Navy Reserve Unit  
 NOSC - Navy Operational Support Center

READINESS REPORT

(Unit: \_\_\_\_\_ )

Priority	Name	Issue	Remarks	Planned Solution	Estimated Completion Date

Unit Medical Readiness %: \_\_\_\_\_

Unit Dental Readiness %: \_\_\_\_\_

List discrepancies affecting the mobilization readiness of individuals, such as security clearance problems, training deficiencies, medical/dental issues, etc.

- Priority 1 - Member can not mobilize until this is corrected
- Priority 2 - Has potential to stop or delay member from mobilizing if not corrected
- Priority 3 - Unlikely to prevent member from mobilizing